

## 2010-2011 Adult Literacy Project Timeline

Project	Month Begin	Month Conclude	Tasks	Staff Involvement
<b>1. ALWI Implementation</b>	January	June 2011	Develop, Manage, Send Out and Collect RFPs	Helene and Ardis
<b>Field 13- started Aug. 11</b>	January 2011		Pull and Match Plan and Monitor Evaluation	Amy and Team
			Review RFPs	Team
			Plan for State Level PD	Phyllis
			Gather and Synthesize Mid-Grant Data and Narrative	Team
			Prepare periodic ALWI Summaries and PR pieces	Helene
<b>2. ABE Institute Planning</b>	January	July	Planning, pulling committee together	Phyllis and Field
			Preparation and Conference Prep.	Phyllis and Ardis
<b>3. State Plan Extension</b>	January	April	Update Contents	Helene and Team
			Process Guidance and Forms; Set Timeline	Helene
			Update Assessment Policy	Helene and Amy
			Plan for Negotiations	Helene and Amy
			Review Funding Formula	Helene, Amy, Phyllis, Field
			Gather Signatures	Helene
			Format	Ardis
			Ship to Wash. DC	Ardis
<b>4. Iowa New Readers Conference</b>	Ongoing	April	Planning	Phyllis and Ardis
	Ongoing		Find Funding	Phyllis
<b>5. Prepare for Board, CC Presidents and CC Trustees Reports</b>	Feb.	April	Prepare Material to Present and Handouts	Team and Steph

KEY: Helene (blue), Phyllis (purple), Amy (green), Ardis (orange)

<b>6. Monitoring of Programs</b>	February	June	Desktop and site visits	Phyllis and team
<b>7. Prepare Annual Budget</b>	March	May	Work with Colleen on Budget Development and Forms	Helene
			Apply Funding Formula	Amy and Team
			Figure Leadership Budget	Phyllis
	July	June	Prepare contracts for CASAS, trainers, and other line items that are on an annual basis	Phyllis and Ardis
			Determine Travel Plans	Team
<b>8. Prepare Local Plan Extension</b>	March	May	Update Plan Form	Helene
			Send Out Letter and Plan	Helene
			Set up Review Process	Phyllis
			Do Final Review	Helene
			Return Signed Copies	Helene and Ardis
			Share funding estimates and Negotiated Benchmarks with field	Helene and Amy
			Review LPE and Respond	Team
<b>9. Monitoring of Programs</b>	February	June	Desktop and Site Visits	Phyllis and team
<b>10. GED Contract Process</b>	April	August	Send out Contract Info.	Helene and Ardis
			Review and Process Returned Contracts	Helene and Ardis
<b>11. Adult Literacy Start-up</b>	June	Sept.	Work with Dave Krieger to update ABE-9's	Amy and Angie
			Formal Allocation Letters out to CC Presidents, Business Managers and Coordinators	Helene, Amy and Sue Anne
	July	October	Determine Monitoring Schedule and revise instrument as needed	Phyllis and team
			TOPSpro Data Dictionary Revisions	Amy
			Train on NRS Coding Guidelines	Amy

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			Staff Update and New Staff Orientation	Phyllis
			Update Contact Lists	Ardis
			Plan Telenets and Face To Face Meetings	Phyllis and Team
			Plan Trainings for New School Year - CASAS Implementation, CASAS Writing Recertification	Phyllis and Ardis
			Plan for Iowa Literacy Council- Plan meetings, select sites, review membership	Phyllis
			Plan Trainings for CAELA and other training projects	Phyllis and Ardis
<b>12. Federal Reporting</b>	Oct.	Dec.	Coordinate Process	Helene
	Oct.	Dec.	Process NRS tables	Amy and Eunice
	Oct.	Oct.	Data Quality Checklist	Amy
			Narrative	Helene and Phyllis
	Dec.	Dec.	Data Match	Amy and Geoff
	Dec.	Dec.	FSR's	Amy and Angie
			Formatting and Mailing to DC	Ardis
<b>13. Adult Literacy Annual Report</b>	October	February	Gather ABE Data	Amy
<b>Executive Summary</b>			Complete Tables	Amy
<b>State Board Presentation</b>			Basic Skills Data	Amy
			GED Data and Tables	Helene and Ardis
			Narrative	Helene
			Formatting	Ardis
<b>14. End of Calendar Year</b>	Nov.	Dec.	GED email re: end of year procedures	Helene
			Identify GED High Scorer and Process with GEDTS	Helene

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<b>15. Ongoing Activities-TOP 10</b>			
<b>Helene</b>	<b>Phyllis</b>	<b>Amy</b>	<b>Ardis</b>
1. Liaison with OVAE, IWD, GEDTS, Deans and Directors	1. Provide field with PD information	1. Coordinate Federal Reporting	1. GED Verifications
2. Prepare written reports and coordinate policy updating	2. Coordinate work of trainers	2. TOPSpro	2. Diploma and Transcript Printing and Mailing
3. Oversee GED Program Administration	3. Plan logistics for all state level staff development	3. CASAS and E-Testing	3. Formatting Reports
4. Strategic Planning	4. CASAS writing efforts	4. Liaison with MIS	4. Support Team
5. Seek Out Grants	5. Coordinate Iowa Literacy Council	5. Provide Data For Reports and PR	5. Collect and Organize Grant Materials
6. Prepare fact sheets, brochures, other PR materials	6. New Readers	6. Annual Report	6. Maintain Team Files
7. Budget	7. Website	7. NRS	7. Take Minutes at Team Meetings
8. ALWI	8. Facilitate Monitoring Process	8. IWD Data Collaboration	8. Mailings and Communications to Field
9. Handle field communication	9. ABE Institute	9. Grant Evaluation	9. Conference and Meeting Support
10. State and Local Plans	10. New Staff Orientation Planning	10. Formulas	10. Initial Contact With Public

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